State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 07-005

To: Employee Administrators
Human Resources Directors
Fiscal Officers

Subject: ISIS HR System Changes

The following changes are or will soon be available in ISIS HR:

1) **ZP50** (Basic Pay Informational/Statistical report)
A new *Hourly* (rate) column was added to ZP50. This should prove helpful when trying to identify employees who must be maintained as a result of the new mandatory statewide Special Entrance Rate (SER) of $6.15 per hour for all jobs in the following pay grades: WS 201, WS 202, WS 203, AS 601, AS 602, MS 501, MS 502, and SS 401, effective August 14, 2006.

2) Effective 07/31/06 (Period 17/2006) a new wage type - **0155** will be used for **Annual Leave Buy Back**. This wage type is not available to agency Employee Administrators, so any requests to establish a recurring deduction for annual leave buy back must be forwarded to the Office State Uniform Payroll (OSUP).

3) At the request of the ISIS HR Influence Group, the **Education infotype (0022)** will be reincorporated into the following actions:
   - Hire (P), Hire (NP)
   - Rehire (P), Rehire (NP)
   - Transfer II–Gaining P-P, Transfer II–Gaining NP-NP Transfer II–Gaining NP-P
   - Transfer III–Gaining P-NP

Infotype 0022 will be presented as a *Copy* if an IT0022 record already exists for the employee and as a *Create* if no record exists.

4) **ZP115** (Position Form)
Several changes were made to this form to include the addition of SF-3 results as well as changes to the selection screen. Users can now choose to output security roles active for the position, if desired, and also control the start date for relationship history that is output.

5) **ZP116** (BR9B report)

Several changes will soon move to production. Highlights are as follows:

- *Exclude Other Pay* option will default as selected. If users wish to output Other Pay information, this option must be deselected.
- The source for Cost Center values and % for this report is now the IT1018 (Position Cost Distribution) active on the date for which the report is run (Today or Other Date). If multiple cost centers exist on 1018, the dollar projection will be split accordingly.
- A new *EE/POS Count* column was added.
- Vacant positions - We added *Position Start Date* (from Object IT 1000 - the original effective date of the position) and *Actual Vacancy Date* (day after the holder relationship was delimited). CPG and Merit Increases are no longer being calculated for vacancies.

  What determines whether a *Vacant* position is reported?
  - position is identified as a "planned vacancy" on Department/Staff infotype (1003)
  - position has a Cost Distribution infotype (1018)
  - position does not have an active holder relationship, and
  - position is described by a classified job with a Cost Planning infotype (1015) for projection of retirement, insurance and classified salaries.

6) A new Cost Distribution Quick Reference is available on the OIS website. This card contains such things as:

- the various ways items can be costed in ISIS HR,
- the substitution rules applied when a previously stored value becomes invalid,
- vital costing reports and when they should be run.

Contact the ISIS HR Help Desk at (225) 342-2677 with questions or comments on any of these changes.